



Administration for Children and Families

Office of Community Services

Community Services Block Grant (CSBG) Training and Technical Assistance (T/TA)
Organizational Standards Center of Excellence (COE)

HHS-2016-ACF-OCS-ET-1127

Application Due Date: 06/21/2016

Community Services Block Grant (CSBG) Training and Technical Assistance (T/TA)
Organizational Standards Center of Excellence (COE)

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**Department of Health & Human Services
Administration for Children and Families**

Program Office: Office of Community Services
Funding Opportunity Title: Community Services Block Grant (CSBG) Training and Technical Assistance (T/TA) Organizational Standards Center of Excellence (COE)
Announcement Type: Initial
Funding Opportunity Number: HHS-2016-ACF-OCS-ET-1127
Primary CFDA Number: 93.569
Due Date for Applications: 06/21/2016

Executive Summary

Notices:

- **Applicants are strongly encouraged to read the entire funding opportunity announcement (FOA) carefully and observe the application formatting requirements listed in *Section IV.2. Content and Form of Application Submission*. For more information on applying for grants, please visit "How to Apply for a Grant" on the ACF Grants Page at <http://www.acf.hhs.gov/grants/howto>.**

The Office of Community Services (OCS) within the Administration for Children and Families (ACF) will support a cooperative agreement for the Community Services Block Grant (CSBG) Organizational Standards Center of Excellence (COE). Two prior cooperative agreements supported by OCS funded the development and initial implementation of organizational standards. Through this new cooperative agreement, OCS will implement the next phase of the Organizational Standards COE to ensure that all State CSBG Lead Agencies and local CSBG-eligible entities are able to meet high-quality organizational standards, State Accountability Measures, and other CSBG Performance Management Framework efforts and have the capacity to provide high-quality services to low-income individuals and communities. Information on the history and structure of the CSBG Network can be found on the ACF website at: <http://www.acf.hhs.gov/programs/ocs/resource/csb-g-brochure-the-history-and-structure-of-the-csb-g-network>.

The COE will also work in connection with the CSBG Training and Technical Assistance (T/TA) Program: Regional Performance and Innovation Consortium (RPIC), funding opportunity number HHS-2016-ACF-OCS-ET-1128, to help strengthen relationships and T/TA efforts among and between CSBG Lead Agencies, State Community Action Agency (CAA) Associations and RPICs, CSBG-eligible entities, and national T/TA providers. By helping to ensure close coordination and implementation of T/TA, the COE will support an enhanced ongoing state, regional, and national T/TA strategy for meeting CSBG Performance

Management Framework efforts and regionally focused initiatives, including facilitating the development of state-specific T/TA plans to assure high quality services for low income people and communities.

I. Program Description

Statutory Authority

This program is authorized by Sections 674(b)(2)(A) and 678A of the CSBG Act, as amended (42 U.S.C. §§ 9903(b)(2)(A) and 9913).

Description

HISTORY OF THE ORGANIZATIONAL STANDARDS CENTER OF EXCELLENCE

In 2012, OCS funded a 2-year cooperative agreement for the CSBG Organizational Standards COE to play a key role in federal efforts to develop and disseminate organizational standards. The Organizational Standards COE was developed to assist State CSBG Lead Agencies and local CSBG-eligible entities in setting and meeting organizational standards. The Organizational Standards COE was called upon to develop a product with input from organizations that support and provide CSBG services. The COE grantee primarily focused on developing and disseminating a set of organizational standards that State CSBG Lead Agencies and local CSBG-eligible entities can use to enhance accountability. In July 2013, OCS officially received recommendations for a set of organizational standards from the current Organizational Standards COE grantee. It is important to note that these recommendations represent a “foundation” to meet the unique anti-poverty mission of CSBG. In 2014, OCS funded an additional 2-year cooperative agreement for the CSBG Organizational Standards COE; this currently active cooperative agreement is focused on working with State CSBG Lead Agencies and local CSBG-eligible entities to set, implement, and meet the national organizational standards developed by OCS and the current Organizational Standards COE grantee or a different set of standards chosen by the state.

ORGANIZATIONAL STANDARDS COE PURPOSE AND MAJOR GOALS

The purpose of the Organizational Standards COE is to support State CSBG Lead Agencies and local CSBG-eligible entities in meeting the CSBG Organizational Standards and other aspects of the CSBG Performance Management Framework. The Organizational Standards COE will develop and coordinate projects in partnership with State CSBG Lead Agencies, local CSBG-eligible entities, and regional and national partners, including the RPIC. The COE will also focus on OCS-established State Accountability Measures that address efficiency and effectiveness characteristics such as timeliness of the distribution of funds, grantee monitoring, data collection, analysis, and reporting.

Organizational Standards COE Major Goals

This cooperative agreement will support the implementation of T/TA strategies designed to assist State CSBG Lead Agencies, State CAA Associations, RPICs, and local CSBG-eligible entities in five major goals:

- 1) Coordinating Regionally Focused Training and Technical Assistance Initiatives** focused on excellence in organizational operations, partnerships, services, and strategies for

low-income individuals, families, and communities, and full implementation of the CSBG Performance Management Framework efforts.

- Consulting with OCS to select 2-3 ACF regions per year for initiatives and in-person meetings or convening of key stakeholders within each region, including representatives from State CSBG Lead Agencies, State CAA Associations, RPICs, and national CSBG T/TA partners, as well as other influential stakeholders identified in consultation with OCS, such as federal regional staff responsible for Head Start and Early Head Start;
- Ensuring that regionally focused T/TA initiatives include a focus on community assessment (including new data on causes of poverty) and planning, sound fiscal management, governance, information systems, and oversight for all CSBG-eligible entities. T/TA focuses may also include programmatic strategies and services such as collective impact and two-generation initiatives depending on the needs of the region;
- Working in close collaboration with the RPIC grantees throughout this project to coordinate and develop agendas for the regionally focused T/TA convenings and initiatives. RPICs will be encouraged to participate in state Results Oriented Management and Accountability System (ROMA) Next Generation efforts and to provide input on state and federal accountability efforts focused on effective and efficient state and federal administration, oversight, and linkages;
- Ensuring that the appropriate State CSBG Lead Agencies, State CAA Associations, RPICs, national CSBG T/TA partners, and other stakeholders participate in the planning and convening of regionally focused T/TA initiatives; and
- Developing all meeting materials, communication tools (including web-based communication tools), meeting minutes, and reports from regional T/TA events.

2) Facilitating the Development of State-Specific T/TA Plans to Assess Organizational Capacity and Performance by collaborating with the RPIC grantees and facilitating input from State CSBG Lead Agencies, State CAA Associations, local CSBG-eligible entities, and national CSBG T/TA partners through the regionally focused T/TA initiatives.

- Facilitating the development of state-specific T/TA plans in coordination with the RPIC grantees and input from the State CSBG Lead Agencies, State CAA Associations, local CSBG-eligible entities, and national CSBG T/TA partners;
- Consulting with OCS and appropriate national CSBG T/TA provider(s), as needed, during the development of state-specific plans; and
- Developing standardized templates and relevant other tools for developing, reviewing, and commenting on state-specific T/TA plans and annual reviews of the plans to assist State CSBG Lead Agencies, RPIC grantees, State CAA Associations, and local CSBG-eligible entities in regular assessment of T/TA needs related to the CSBG Performance Management Framework.

3) Updating Existing and Developing New Curricula and Training Materials that reflect the needs of State CSBG Lead Agencies, State CAA Associations, the RPICs, and local CSBG-eligible entities and support the full implementation of the CSBG Performance Management Framework, including the CSBG Organizational Standards, the State Accountability Measures, and ROMA Next Generation.

- Developing new materials and updating existing materials to train State CSBG Lead Agency staff, including monitors, on implementing and meeting organizational standards and State Accountability Measures and other CSBG Performance Management Framework efforts;
- Developing new tools and updating existing tools for incorporating organizational standards into state assessments, annual State CSBG Plans, and state monitoring practices;
- Developing and disseminating toolkits and training modules (e.g., videos and training guides) related to CSBG Performance Management Framework efforts and T/TA strategies;
- Convening work groups and committees to gather input on CSBG Performance Management efforts and Organizational Standards COE T/TA materials;
- Developing and using communication and action plans, in partnership with OCS, to ensure clear and consistent messaging on CSBG Performance Management Framework efforts. The plans will ensure that implementation and information-sharing strategies are consistently performed across local CSBG-eligible entities, State CSBG Lead Agencies, RPICs, State CAA Associations, and national CSBG T/TA partners; and
- Developing and revising T/TA materials for State CSBG Lead Agencies and local CSBG-eligible entities with Head Start and Early Head Start programs.

4) Collaborating with OCS, the Office of Head Start and other ACF offices, State CSBG Lead Agencies, State CAA Associations, RPICs, and CSBG National T/TA Partners and Stakeholder Organizations to coordinate activities related to the implementation of CSBG Performance Management Framework efforts to ensure that the CSBG Network has the capacity to provide high-quality services to low-income individuals and communities.

- Participating in regional T/TA activities designed to address the collaboration, capacity-building and exemplary practice needs of the CSBG Network. These T/TA coordination efforts promote activities that strengthen the ability of State CSBG Lead Agencies, State CAA Associations, RPIC, and CSBG-eligible entities to leverage resources, promote and sustain relationships, and address T/TA needs;
- Participating in joint meetings with the critical federal partners such as the Office of Head Start and the COE to discuss opportunities for shared T/TA efforts, analysis of needs, and improved communication and coordination (e.g., joint webinars, meetings, conferences, and regional calls). OCS will consult with the COE to develop the agenda and list of presenters for the meetings; and
- Collaborating with OCS and the Office of Head Start to complete a crosswalk of the CSBG Organizational Standards with the Head Start Program Performance Standards to identify common strategies and approaches that will facilitate regular sharing of relevant data, common messaging, and outlining expectations for collaborative efforts to increase accountability and compliance.

5) Enhancing and Strengthening the Web-based CSBG T/TA Resource Center to ensure that State CSBG Lead Agencies, State CAA Associations, RPICs, and local CSBG-eligible entities have access to T/TA tools and resources that meet their current and future needs.

- Analyzing the current web-based CSBG T/TA Resource Center and developing a plan

- to increase utilization and effectiveness;
- Developing and maintaining T/TA data analysis reports on current and long-term T/TA needs; and
- Maintaining, updating, or revising current web-based resources (e.g., the CSBG T/TA Request System and the consultant bank) and/or create new T/TA tools and resources to address current and future needs.

Templates and Assistance for State-Specific Training and Technical Assistance Plans

The COE will create templates for RPICs to use in the development of state-specific T/TA plans and annual evaluations of plans. The templates for T/TA plans will allow RPICs, State CSBG Lead Agencies, and State CAA Associations to identify high priority T/TA needs within each state's network of CSBG-eligible entities. The plans should analyze relevant data to determine effective strategies to address the identified needs. The COE will assist RPICs to identify resources and develop plans for coordinated T/TA efforts with State CSBG Lead Agencies, State CAA Associations, local CSBG-eligible entities, and national T/TA grantees. The COE will assist RPICs with developing, reviewing, and providing comments on state-specific T/TA plans. The COE will also support the development of state-specific T/TA plans through the development of planning and input tools, assistance in analysis of needs, and direct consultation with RPICs, State CSBG Lead Agencies, and State CAA Associations leadership.

Each state-specific T/TA plan will identify high priority T/TA needs, analyze relevant data to determine effective strategies to address the identified needs; and establish goals, milestones, resources, and outcomes for the T/TA to be provided using available national, state, and local resources. Plans will be evaluated and updated annually. Some of the data sources that may be used for analysis include CSBG State Plans, State American Customer Service Index results, and state and local poverty data. The plan may also discuss collaboration roles of State CSBG Lead Agencies, State CAA Associations, and local CSBG-eligible entities. The T/TA plan will be developed to coordinate leverage and align existing T/TA resources from OCS, national T/TA partners, states, and eligible entities.

The COE will provide annual T/TA planning support and tools for all RPIC grantees, State CSBG Lead Agencies, and State CAA Associations. This will include tools for self-assessment and third-party assessment of whether agencies are currently meeting the organizational standards published by the COE and adopted by OCS and other CSBG Performance Management Framework efforts. Support will also include tools for input from State CSBG Lead Agencies, State CAA Associations, and local CSBG-eligible entities on current T/TA needs and tools (e.g., templates) for State CSBG Lead Agencies to document types of T/TA needed based on monitoring and consultation with key stakeholders. The COE must facilitate input from State CSBG Lead Agencies, CSBG-eligible entities, and the RPICs in the development of tools and the planning of T/TA support.

Regionally Focused Training and Technical Assistance Initiatives

The COE will work with the State CSBG Lead Agencies, States Associations, and the RPIC grantees to coordinate regionally focused targeted T/TA events. The COE will be responsible for all materials related to the regional T/TA events including logistical preparations, development and maintenance of participant lists, invitations and communications tools,

compilation and analysis of materials from a variety of sources (including OCS, State CSBG Lead Agencies, RPICs, State CAA Associations, and other key stakeholders), development of agendas and T/TA meeting plans, facilitation, and development of meeting minutes, and follow-up reports noting key issues identified, actions implemented, and necessary follow-up by participants.

The purpose of these meetings is to focus concerted attention on T/TA needs within each region with a focus on excellence in organizational operations, partnerships, services and strategies for low income individuals, families, and communities. These regional T/TA initiatives will emphasize and support the full implementation of the CSBG Performance Management Framework among all states and eligible entities within each region. Consistent with the CSBG Performance Management Framework, T/TA initiatives will include a focus on community assessment (including new data on causes of poverty) and planning, sound fiscal management, governance, and oversight for all CSBG-eligible entities. T/TA focuses may also include programmatic strategies and services such as collective impact and two-generation initiatives depending on the needs of the region.

Over the 3-year period of this cooperative agreement, the expectation will be for all ACF regions to participate in a regionally based T/TA event. In order to assure that all regions have an opportunity to participate, two or more regions, particularly those with smaller numbers of states, may be combined for initiatives after the first year of the cooperative agreement based on the experience with initiatives conducted in the first year. OCS will work with the COE to identify an annual regional schedule.

Within selected regions, the COE will emphasize an approach that strengthens CSBG state and regional networks and improves the capacity of State CSBG Lead Agencies, State CAA Associations, RPICs and local CSBG-eligible entities to not only meet established organizational standards and State Accountability Measures and other CSBG Performance Management Framework efforts, but also makes across-the-board quality improvements in administration, operations, community services and strategies. OCS will play an active role in these regional T/TA events and will facilitate access to other federal partners to obtain input and data for analysis.

While the efforts of the COE regional events will focus on 2-3 regions per year, many of the tools and protocols developed are expected to have broad national applicability across the CSBG Network. It is expected that regional T/TA activities will build upon and refine state-specific T/TA plans developed through RPICs and that the events will strengthen and expand the communications and coordination among states and eligible entities within each region. Regional events will be expected to lead to: the development, improvement, or creation of practices, activities, and services that maximize the resources of State CSBG Lead Agencies and local CSBG-eligible entities; stronger planning and coordination that is more responsive to challenges that hinder efforts to effectively address CSBG Performance Management Framework efforts; the development and implementation of common strategies and approaches to facilitate regular information-sharing, messaging, and collaborative efforts among State CSBG Lead Agencies and local CSBG-eligible entities; and an increase in the use of innovative, effective, and sound T/TA efforts that support efforts to help ensure accountability and sustainability across the CSBG Network.

State CSBG Lead Agencies, State CAA Associations and the RPICs must play a key role as

partners in this effort. Their critical functions will include: participating in regionally focused T/TA initiatives; providing input in the development of tools and the planning of T/TA support; setting, implementing, and meeting CSBG Performance Management Framework efforts; consulting with the Organizational Standards COE, local CSBG-eligible entities, and regions to identify T/TA needs and to develop T/TA plans; participating in national work groups; facilitating and providing T/TA to State CAA Associations and local CSBG-eligible entities; assisting State CAA Associations and CSBG-eligible entities in using tools for organizational self-assessment for CSBG-eligible entities, including those with Head Start and Early Head Start programs; and facilitating the development of state-specific T/TA plans.

POST AWARD REQUIREMENTS

Travel for Conferences and Presentations

The budget for the project must include funding for the entrance meeting to provide the grantee with the opportunity to present the project work plan and discuss the cooperative agreement. This meeting will also address activities related to infrastructure development and the implementation plan. Applications are advised to propose having three staff members to make the presentation, the project director, the Management Information System coordinator (e.g., web-based CSBG T/TA Resource Center development and maintenance staff), and one other key partner. The applicant may opt to attend this meeting at the OCS office in Washington, DC, or via a webinar/conference call.

The budget must also include funding for travel for one key staff member to attend and present at a T/TA conference in Washington, DC, during each year of the grant.

The grantee will also allocate funding for convening up to three regionally focused T/TA events for initiatives and in-person meetings or convening of key stakeholders, during each year of the grant to help State CSBG Lead Agencies, State CAA Associations, and local CSBG-eligible entities in implementing and meeting CSBG Performance Management Framework efforts including organizational standards and State Accountability Measures.

PRE-APPLICATION TELECONFERENCE

OCS will conduct a pre-application teleconference on Wednesday, May 18, 2016, from 1:00 p.m. – 2:00 p.m. (ET). The call-in number is 1-888-390-0923; the passcode is 11175. The goal of the teleconference/webinar is to provide background information on the Organizational Standards COE, and to provide potential applicants with the structure of the CSBG Network. Pre-application teleconference materials may be accessed on the ACF website at: <http://www.acf.hhs.gov/programs/ocs/resource/csbg-powerpoint-show-organizational-standards-center-of-excellence-pre-application-call-fy-2016>.

Joining and participating in the teleconference is voluntary. There will not be a question/answer portion to this call. Participants will remain anonymous on the teleconference. Opting not to participate in the teleconference will not affect the application scoring or selection process. Interested applicants unable to participate in the pre-application teleconference may access a recording of the teleconference and the PowerPoint presentation on the ACF website following the teleconference.

Identification of Federal Support

Whenever T/TA projects are either entirely or partially supported by CSBG funds, the

national CSBG T/TA partner (grantee) must clearly identify the associated activities, services, or resources as part of the strategy for promoting exemplary practices and risk mitigation for CSBG. Furthermore, the grantee must include a certification statement as follows:

"This publication was created by [grantee organization name] in the performance of the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Community Services, Grant Number [90ETXXXX]. Any opinion, findings, and conclusions, or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the U.S. Department of Health and Human Services, Administration for Children and Families."

DEFINITIONS OF TERMS

For the purposes of this announcement, the following definitions apply:

Community Action Agency (CAA) - Local-level organizations that are CSBG-eligible entities (as described in Section 673(1)(A) of the CSBG Act (42 U.S.C. § 9902(1)(A)). They provide a number of types of assistance with the goals of reducing poverty and enabling low-income families to become economically self-sufficient.

CSBG-Eligible Entities - An eligible entity as described in Section 673(1)(A) of the CSBG Act (42 U.S.C. § 9902(1)(A)) (as in effect on the day before the date of enactment of the Coats Human Services Reauthorization Act of 1998) as of the day before such date of enactment or is designated by the process described in Section 676A (42 U.S.C. § 9909) (including an organization serving migrant or seasonal farmworkers that is so described or designated); and that has a tripartite board or other mechanism described in the subsection (a) or (b), as appropriate, of Section 676B (42 U.S.C. § 9910).

CSBG Network - A national network of CAAs, State CSBG Lead Agencies, State CAA Associations, tribal organizations, national CSBG T/TA partner organizations, and OCS working together to alleviate the conditions of poverty and help families and communities achieve economic self-sufficiency.

CSBG Performance Management Framework - In an effort to help the CSBG Network increase accountability and achieve results, OCS launched several initiatives in 2012. One focused on establishing organizational standards for eligible entities. Under this effort, CSBG Network leaders developed and recommended a set of organizational standards to strengthen the capacity of the more than 1,000 eligible entities providing services across the country. In FY 2016, states are implementing organizational standards across the Network. A second performance management initiative, currently underway, is focused on enhancing the CSBG Network's performance and outcomes measurement system for local eligible entities – identified in the CSBG Act as ROMA. Finally, a third initiative focused on creating state and federal-level Accountability Measures to track, measure, and improve organizational performance by State CSBG Lead Agencies and OCS.

CSBG Tripartite Board - The CSBG Act requires that a private nonprofit CAA administer its CSBG Program through a tripartite board whose members fully participate in the development, planning, implementation, and evaluation of the program. The tripartite board must be composed as follows: 1) one-third of the board must consist of elected public officials; 2) no fewer than one-third must be persons chosen in accordance with democratic

selection procedures adequate to assure that the members are representative of low-income individuals and families in the neighborhood served and, if they represent a specific neighborhood, that they live in that neighborhood; and 3) the remainder must be members or officials of the private groups and interests in the community (business, industry, labor, religious, law enforcement, education, or other major groups and interests).

Regional Performance Innovation Consortium (RPIC) - Support an ongoing state and/or regional strategy for collaboration, capacity-building and exemplary practice in the CSBG program and among State CAA Associations. There is one RPIC per CSBG region. The 11 RPICs serve as regional focal points and lead the development of a comprehensive and integrated system of T/TA capacity-building activities. Each RPIC coordinates regional T/TA activities among State CAA Associations with the central mission of ensuring that all CSBG-eligible entities are able to meet high-quality performance standards and utilize evidence-informed service approaches to address the identified needs of low-income people in communities.

Results Oriented Management and Accountability (ROMA) - A performance-management approach designed for use in assessing the impact of anti-poverty efforts carried out by CAAs receiving CSBG funds. The ROMA cycle of performance management includes high-quality needs assessments; community CSBG plans that use evidence-informed service approaches targeted to the highest priority needs, setting challenging outcome goals; and documentation and analysis of progress and results according to a consistent set of criteria.

State CSBG Lead Agency - The agency designated by the Governor or Chief Executive Officer of a state to submit the state's official CSBG plan, monitor the activities of eligible entities, and assure compliance with all statutory and regulatory requirements for the CSBG program.

State Community Action Agency Associations - A key part of the T/TA for the CSBG Network, the State CAA Associations provide member services, coordination, and training. One State CAA Association in each region is designated as the lead agency (RPIC) to coordinate communication and training in their region.

II. Federal Award Information

Funding Instrument Type:	Cooperative Agreement
Estimated Total Funding:	\$600,000
Expected Number of Awards:	1
Award Ceiling:	\$600,000 Per Budget Period
Award Floor:	\$600,000 Per Budget Period
Average Projected Award Amount:	\$600,000 Per Budget Period
Anticipated Project Start Date:	09/30/2016

Length of Project Periods:

Length of Project Period:	36-month project with three 12-month budget periods
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Additional Information on Awards:

Awards made under this announcement are subject to the availability of federal funds.

Applications requesting an award amount that exceeds the *Award Ceiling* per budget period, or per project period, as stated in this section, will be disqualified from competitive review and from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for the first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period. Please see *Section III.3. Other, Application Disqualification Factors*.

Note: For those programs that require matching or cost sharing, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period or by project period for fully funded awards, even if the projected commitment exceeds the required amount of match or cost share. **A recipient's failure to provide the required matching amount may result in the disallowance of federal funds.** See *Section III.2.* of this announcement for information on cost-sharing or matching requirements.

Description of ACF's Anticipated Substantial Involvement Under the Cooperative Agreement

In order to ensure that OCS meets its compliance and T/TA responsibilities for CSBG and continues its partnership with the CSBG Network, awards will be funded in the form of Cooperative Agreements. Federal involvement may include the following:

- Participating in a kick-off meeting with Organizational Standards COE grantee;
- Convening in-person planning and coordination meetings involving national CSBG T/TA partners to share information about proposed T/TA projects, identify areas for potential coordination of efforts, and identify priority areas for T/TA projects;
- Convening routine (e.g., quarterly) conference calls, reviewing project timelines, and assessing progress and performance related to activities of the Organizational Standards COE;
- Participating in joint webinars with national CSBG T/TA partners and facilitating the exchange of information that helps to identify common quality improvement issues;
- Participating in joint meetings with the critical federal partnership such as the Office of Head Start and the Organizational Standards COE grantee to discuss opportunities for shared T/TA efforts, analysis of needs, and improved communication and coordination. This includes consulting with the Organizational Standards COE to develop the agenda and list of presenters for the meetings; and
- Consulting with the COE to identify an annual regional schedule for the regionally focused T/TA in-person meetings or convenings; including consulting on the meeting agendas.

III. Eligibility Information

III.1. Eligible Applicants

As prescribed by Section 678A(c)(2) of the CSBG Act (42 U.S.C. § 9913(c)(2)), eligible applicants are CSBG-eligible entities or statewide or local organizations or associations with demonstrated expertise in providing training on methods of effectively addressing the needs of low-income families and communities.

Applications from individuals (including sole proprietorships) and foreign entities are not eligible and will be disqualified from competitive review and from funding under this announcement. See *Section III.3. Other, Application Disqualification Factors*.

Faith-based and community organizations that meet the eligibility requirements are eligible to receive awards under this funding opportunity announcement. Faith-based organizations are encouraged to review the ACF Policy on Grants to Faith-Based Organizations at: <http://www.acf.hhs.gov/acf-policy-on-grants-to-faith-based-organizations>.

See *Section IV.2. Legal Status of Applicant Entity* for documentation required to support eligibility.

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: No

For all federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the recipient's cost sharing or matching when such contributions meet all of the criteria listed in 45 CFR 75.306.

For awards that require matching by statute, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period, or by project period for fully funded awards, even if the projected commitment exceeds the amount required by the statutory match. **A recipient's failure to provide the statutorily required matching amount may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

For awards that do not require matching or cost sharing by statute, where "cost sharing" refers to any situation in which the recipient voluntarily shares in the costs of a project other than as statutorily required matching. These include situations in which contributions are voluntarily proposed by an applicant and are accepted by ACF. Non-federal cost sharing will be included in the approved project budget so that the applicant will be held accountable for proposed non-federal cost-sharing funds as shown in the Notice of Award (NOA). **A recipient's failure to provide voluntary cost sharing of non-federal resources that have been accepted by ACF as part of the approved project costs and that have been shown as part of the approved project budget in the NOA, may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

III.3. Other

Application Disqualification Factors

Applications from individuals (including sole proprietorships) and foreign entities are not eligible and will be disqualified from competitive review and from funding under this announcement.

Award Ceiling Disqualification

Applications that request an award amount that exceeds the *Award Ceiling* per budget period or per project period as stated in *Section II. Federal Award Information*, will be disqualified from competitive review and from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period.

Required Electronic Application Submission

ACF requires electronic submission of applications at www.Grants.gov. **Paper applications received from applicants that have not been approved for an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement.**

Applicants that do not have an Internet connection or sufficient computing capacity to upload large documents to the Internet may contact ACF for an exemption that will allow the applicant to submit applications in paper format. Information and the requirements for requesting an exemption from required electronic application submission are found in "Request an Exemption from Electronic Application Submission" in *Section IV.2. Content and Form of Application Submission*.

Missing the Application Deadlines (Late Applications)

The deadline for electronic application submission is 11:59 p.m., ET, on the due date listed in the Overview and in Section IV.4. Submission Dates and Times. Electronic applications submitted to www.Grants.gov after 11:59 p.m., ET, on the due date, as indicated by a dated and time-stamped email from www.Grants.gov, will be disqualified from competitive review and from funding under this announcement. That is, applications submitted to www.Grants.gov, on or after 12:00 a.m., ET, on the day after the due date will be disqualified from competitive review and from funding under this announcement.

Applications submitted to www.Grants.gov at any time during the open application period, and prior to the due date and time, which fail the www.Grants.gov validation check, will not be received at, or acknowledged by, ACF.

Each time an application is submitted via www.Grants.gov, the submission will generate a new date and time-stamp email notification. Only those applications with on-time date and time stamps that result in a validated application, which is transmitted to ACF, will be acknowledged.

The deadline for receipt of paper applications is 4:30 p.m., ET, on the due date listed in the *Overview* and in *Section IV.4. Submission Dates and Times*. Paper applications received after 4:30 p.m., ET, on the due date will be disqualified from competitive review and from funding under this announcement. **Paper applications received from applicants that have not received approval of an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement.**

Notification of Application Disqualification

Applications that are disqualified under these criteria are considered to be “non-responsive” and are excluded from the competitive review process. Applicants will be notified of a disqualification determination by email or by USPS postal mail within 30 federal business days from the closing date of this FOA.

IV. Application and Submission Information

IV.1. Address to Request Application Package

Josezetta Alexander
Administration for Children and Families
Grants Operations Center
c/o F2 Solutions, LLC
1401 Mercantile Lane
Suite 401
Largo, MD 20774
Phone: (855) 792-6551
Email: OCSgrants@acf.hhs.gov

Electronic Application Submission:

The electronic application submission package is available in the FOA's listing at www.Grants.gov.

Applications in Paper Format:

For applicants that have received an exemption to submit applications in paper format, Standard Forms, assurances, and certifications are available in the Application Package available in the FOA's Grants.gov synopsis at www.Grants.gov. They are also available at <http://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1>. See *Section IV.2. Request an Exemption from Required Electronic Application Submission* if applicants do not have an Internet connection or sufficient computing capacity to upload large documents (files) to www.Grants.gov.

Standard Forms that are compliant with Section 508 of the Rehabilitation Act (29 U.S.C. § 794d):

Available at the Grants.gov Forms Repository website at <http://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1>.

Federal Relay Service:

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service (FedRelay) for assistance at www.gsa.gov/fedrelay.

IV.2. Content and Form of Application Submission**FORMATTING APPLICATION SUBMISSIONS**

In FY 2013 ACF implemented a new application upload requirement. Each applicant applying electronically via www.Grants.gov is required to upload only two electronic files, excluding Standard Forms and OMB-approved forms. No more than two files will be accepted for the review, and additional files will be removed. Standard Forms and OMB-approved forms will not be considered additional files.

FOR ALL APPLICATIONS:**Authorized Organizational Representative (AOR)**

AOR is the designated representative of the applicant/recipient organization with authority to act on the organization's behalf in matters related to the award and administration of grants. In signing a grant application, this individual agrees that the organization will assume the obligations imposed by applicable Federal statutes and regulations and other terms and conditions of the award, including any assurances, if a grant is awarded.

AOR authorization is part of the registration process at www.Grants.gov, where the AOR will create a short profile and obtain a username and password from the Grants.gov Credential Provider. AORs will only be authorized for the DUNS number registered in the System for Awards Management (SAM).

Point of Contact

In addition to the AOR, a point of contact on matters involving the application must also be identified. The point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR. The point of contact must be available to answer any questions pertaining to the application.

Application Checklist

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials.

Accepted Font Style

Applications must be in Times New Roman (TNR), 12-point font, except for footnotes, which may be TNR 10-point font.

Page Limitations

Applicants must observe the page limitation(s) listed under "PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS". Page limitation(s) do not include SFs and OMB-approved forms.

All applications must be double-spaced. An application that exceeds the cited page limitation for double-spaced pages in the Project Description file or the Appendices file will have the last extra pages removed and the removed pages will not be reviewed.

Application Elements Exempted from Double-Spacing Requirements

The following elements of the application submission are exempt from the double-spacing requirements and may be single-spaced: the table of contents, the one-page Project Summary/Abstract, required Assurances and Certifications, required SFs, required OMB-approved forms, resumes, logic models, proof of legal status/non-profit status, third-party agreements, letters of support, footnotes, tables, the line-item budget and/or the budget justification.

Adherence to FOA Formatting, Font, and Page Limitation Requirements

Applications that fail to adhere to ACF's FOA formatting, font, and page limitation requirements will be adjusted by the removal of page(s) from the application. Pages will be removed before the objective review. The removed page(s) will not be made available to reviewers.

In instances where formatting and font requirements are not adhered to, ACF uses a formula to determine the actual number of pages to be removed. The formula counts the number of characters an applicant uses when following the instructions and using 12-point TNR and compares the resulting number with that of the submitted application. For example, an applicant using TNR, 11-point font, with 1-inch margins all around, and single-spacing, would have an additional 26 lines, or 1500 characters, which is equal to 4/5 of an additional page. Extra pages resulting from this formula will be removed and will not be reviewed. Applications that have more than one scanned page of a document on a single page will have the page(s) removed from the review.

For applicants that submit paper applications, double-sided pages will be counted as two pages. When the maximum allowed number of pages is reached, excess pages will be removed and will not be made available to reviewers.

NOTE: Applicants failing to adhere to ACF's FOA formatting, font, and page limitation requirements will receive a letter from ACF notifying them that their application was amended. The letter will be sent after awards have been issued and will specify the reason(s) for removal of page(s).

Copies Required

Applicants must submit one complete copy of the application package electronically. Applicants submitting electronic applications need not provide additional copies of their application package.

Applicants submitting applications in paper format must submit one original and two copies of the complete application, including all Standard Forms and OMB-approved forms. The original copy must have original signatures.

Signatures

Applicants submitting electronic applications must follow the registration and application submission instructions provided at www.Grants.gov.

The original of a paper format application must include original signatures of the authorized representatives.

Accepted Application Format

With the exception of the required Standard Forms (SFs) and OMB-approved forms, all application materials must be formatted so that they are 8 ½" x 11" white paper with 1-inch margins all around.

If possible, applicants are encouraged to include page numbers for each page within the application.

ACF generally does not encourage submission of scanned documents as they tend to have reduced clarity and readability. If documents must be scanned, the font size on any scanned documents must be large enough so that it is readable. Documents must be scanned page-for-page, meaning that applicants may not scan more than one page of a document onto a single page.

PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:

The Project Description and the Appendices are limited to a combined total of no more than 150 pages.

The Project Description has a suggested limitation of 75 pages and all items must be labeled, numbered, and organized clearly in the Table of Contents.

- Table of Contents
- Project Summary/Abstract
- Objectives and Need for Assistance
- Outcomes Expected
- Approach
- Project Timeline and Milestones
- Program Performance Evaluation Plan
- Organizational Capacity
- Dissemination Plan
- Plan for Oversight of Federal Award Funds
- Project Budget and Budget Justification

The Appendices has a suggested limitation of 75 pages and all items must be labeled, numbered, and organized clearly in the Table of Contents.

- Table of Contents
- Proof of Legal Status of Entity/Proof of Non-Profit Status
- Logic Model
- Protection of Sensitive and/or Confidential Information

- Third-party Agreements
- Letters of Support
- Resumes
- Other Supporting Documentation

ELECTRONIC APPLICATION SUBMISSION INSTRUCTIONS

Applicants are required to submit their applications electronically unless they have requested and received an exemption that will allow submission in paper format. See *Section IV.2. Application Submission Options* for information about requesting an exemption.

Electronic applications will only be accepted via www.Grants.gov. **ACF will not accept applications submitted via email or via facsimile.**

Each applicant is required to upload ONLY two electronic files, excluding SFs and OMB-approved forms.

File One: Must contain the entire Project Description, and the Budget and Budget Justification (including a line-item budget and a budget narrative).

File Two: Must contain all documents required in the Appendices.

Adherence to the Two-File Requirement

No more than two files will be accepted for the review. Applications with additional files will be amended and files will be removed from the review. SFs and OMB-approved forms will not be considered additional files.

Application Upload Requirements

ACF strongly recommends that electronic applications be uploaded as Portable Document Files (PDFs). One file must contain the entire Project Description and Budget Justification; the other file must contain all documents required in the Appendices. Details on the content of each of the two files, as well as page limitations, are listed earlier in this section.

To adhere to the two-file requirement, applicants may need to convert and/or merge documents together using a PDF converter software. Many recent versions of Microsoft Office include the ability to save documents to the PDF format without need of additional software. Applicants using the Adobe Professional software suite will be able to merge these documents together. ACF recommends merging documents electronically rather than scanning multiple documents into one document manually, as scanned documents may have reduced clarity and readability.

Applicants must ensure that the version of Adobe Professional they are using is compatible with Grants.gov. To verify Adobe software compatibility please go to Grants.gov and click on “Support” at the top bar menu and select “Adobe Software Compatibility”, which is listed under the topic “Find Answers Online.” The Adobe

verification process allows applicants to test their version of the software by opening a test application package. Grants.gov also includes guidance on how to download a supported version of Adobe, as well as troubleshooting instructions if an applicant is unable to open the test application package. There is also a help page for configuring Firefox and Chrome to open PDFs using Adobe software.

The Adobe Software Compatibility page located on Grants.gov also provides guidance for applicants that have received error messages while attempting to save an application package. It also addresses local network and/or computer security settings and the impact this has on use of Adobe software.

For any systems issues experienced with Grants.gov or with SAM.gov, please refer to ACF's "Policy for Applicants Experiencing Federal Systems Issues" document for complete guidance at https://www.acf.hhs.gov/sites/default/files/assets/systems_issue_policy_final.pdf under "How to Apply for a Grant/Submit an Application."

Required Standard Forms (SFs) and OMB-approved Forms

Standard Forms (SFs) and OMB-approved forms, such as the SF-424 application and budget forms and the SF-P/PSL (Project/Performance Site Location), are uploaded separately at Grants.gov. These forms are submitted separately from the Project Description and Appendices files. See *Section IV.2. Required Forms, Assurances, and Certifications* for the listing of required Standard Forms, OMB-approved forms, and required assurances and certifications.

Naming Application Submission Files

Carefully observe the file naming conventions required by www.Grants.gov. Limit file names to 50 characters (characters and spaces). Special characters that are allowed under Grants.gov's naming conventions, and are accommodated by ACF's systems, are listed in the instructions available in the Download Application Package at Grants.gov. Please also see <http://www.grants.gov/web/grants/applicants/submitting-utf-8-special-characters.html>.

Use only file formats supported by ACF

It is critical that applicants submit applications using only the supported file formats listed here. While ACF supports all of the following file formats, **we strongly recommend that the two application submission files (Project Description and Appendices) are uploaded as PDF documents in order to comply with the two file upload limitation.** Documents in file formats that are not supported by ACF will be removed from the application and will not be used in the competitive review. This may make the application incomplete and ACF will not make any awards based on an incomplete application.

ACF supports the following file formats:

- Adobe PDF – Portable Document Format (.pdf)

- Microsoft Word (.doc or .docx)
- Microsoft Excel (.xls or .xlsx)
- Microsoft PowerPoint (.ppt)
- Corel WordPerfect (.wpd)
- Image Formats (.JPG, .GIF, .TIFF, or .BMP only)

Do Not Encrypt or Password-Protect the Electronic Application Files

If ACF cannot access submitted electronic files because they are encrypted or password protected, the affected file will be removed from the application and will not be reviewed. This removal may make the application incomplete and ACF will not make awards based on an incomplete application.

FORMATTING FOR PAPER APPLICATION SUBMISSIONS:

The following requirements are only applicable to applications submitted in paper format. Applicants must receive an exemption from ACF in order for a paper format application to be accepted for review. See *Section IV.2. Request an Exemption from Required Electronic Application Submission* later in this section under *Application Submission Options* for more information.

Format Requirements for Paper Applications

All copies of mailed or hand-delivered paper applications must be submitted in a single package. If an applicant is submitting multiple applications under a single FOA, or multiple applications under separate FOAs, each application submission must be packaged separately. The package(s) must be clearly labeled for the specific FOA it addresses by FOA title and by Funding Opportunity Number (FON).

Because each application will be duplicated, do not use or include separate covers, binders, clips, tabs, plastic inserts, maps, brochures, or any other items that cannot be processed easily on a photocopy machine with an automatic feed. Do not bind, clip, staple, or fasten in any way separate sections of the application. Applicants are advised that the copies of the application submitted, not the original, will be reproduced by the federal government for review. **All application materials must be one-sided for duplication purposes. All pages in the application submission must be sequentially numbered.**

Addresses for Submission of Paper Applications

See *Section IV.7. Other Submission Requirements* for addresses for paper format application submissions.

Required Forms, Assurances, and Certifications

Applicants seeking grant or cooperative agreement awards under this announcement must submit the listed Standard Forms (SFs), assurances, and certifications with the application. All required Standard Forms, assurances, and certifications are available in the Application Package posted for this FOA at www.Grants.gov.

Other versions of required Standard Forms, assurances, and certifications are available at Grants.gov <http://www.grants.gov/web/grants/forms/sf-424-family.html>.

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
SF-424 - Application for Federal Assistance	Submission is required for all applicants by the application due date.	Required for all applications.
SF-424 Key Contact Form	Submission is required for all applicants by the application due date.	Required for all applications.
DUNS Number (Unique Entity Identifier) and Systems for Award Management (SAM) registration.	<p>A DUNS number (Unique Entity Identifier) is required of all applicants.</p> <p>To obtain a DUNS number, go to http://fedgov.dnb.com/webform.</p> <p>Active registration at the Systems Award Management (SAM) website must be maintained throughout the application and project award period.</p> <p>SAM registration is available at http://www.sam.gov.</p>	<p>A DUNS number (Unique Entity Identifier) and SAM registration are eligibility requirements for all applicants.</p> <p>See <i>Section IV.3. Unique Entity Identifier and System for Award Management (SAM)</i> for more information.</p>
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non-	Submission is required for all applicants when applying for a non-construction project. Standard	Required for all applications when applying for a non-construction project. By signing and submitting the SF-424B, applicants

Construction Programs	Forms must be used. Forms must be submitted by the application due date.	are making the appropriate certification of their compliance with all federal statutes relating to nondiscrimination.
SF-LLL - Disclosure of Lobbying Activities	If submission of this form is applicable, it is due at the time of application. If it is not available at the time of application, it may also be submitted prior to the award of a grant.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Submission required of all applicants with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant.	Submission of the certification is required for all applicants.
SF-Project/Performance Site Location(s) (SF-P/PSL)	Submission is required for all applicants by the application due date.	Required for all applications. In the SF-P/PSL, applicants may cite their primary location and up to 29 additional performance sites.

<p>Mandatory Grant Disclosure</p>	<p>Submission is required for all applicants and recipients, in writing, to the awarding agency and to the HHS Office of the Inspector General (OIG) all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award.</p> <p>Disclosures must be sent in writing to:</p> <p>The Administration for Children and Families, U.S. Department of Health and Human Services, Office of Grants Management, ATTN: Grants Management Specialist, 330 C Street, SW., Switzer Building, Corridor 3200, Washington, DC 20201</p> <p><u>And</u></p> <p>U.S. Department of Health and Human Services, Office of Inspector General, ATTN: Mandatory Grant Disclosures, Intake Coordinator,</p>	<p>Mandatory Disclosures, 45 CFR 75.113</p>
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	330 Independence Avenue, SW., Cohen Building, Room 5527, Washington, DC 20201	
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Non-Federal Reviewers

Since ACF will be using non-federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget as well as Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information. If applicants are submitting their application electronically, ACF will omit the same specific salary rate information from copies made for use during the review and selection process.

The Project Description

The Project Description Overview

Purpose

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. It should address the activity for which federal funds are being requested, and should be consistent with the goals and objectives of the program as described in *Section I. Program Description*. Supporting documents should be included where they can present information clearly and succinctly. When appropriate, applicants should cite the evaluation criteria that are relevant to specific components of their project description. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

General Expectations and Instructions

Applicants should develop project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

General Instructions for Preparing a Full Project Description

Introduction

Applicants must prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria in *Section V.I. Criteria*. The text options give a broad overview of what the project description should include while the evaluation criteria identify the measures that will be used to evaluate applications.

Table of Contents

List the contents of the application including corresponding page numbers. The table of contents must be single spaced and will be counted against the total page limitations.

Project Summary/Abstract

Provide a summary of the application's project description. The summary must be clear, accurate, concise, and without reference to other parts of the application. The abstract must include a brief description of the proposed grant project including the needs to be addressed, the proposed services, and the population group(s) to be served.

Please place the following at the top of the abstract:

- Project Title
- Applicant Name
- Address
- Contact Phone Numbers (Voice, Fax)
- E-Mail Address
- Web Site Address, if applicable

The project abstract must be single-spaced, in Times New Roman 12-point font, and limited to one page in length. Additional pages will be removed and will not be reviewed.

Objectives And Need For Assistance

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance including the nature and scope of the problem must be demonstrated, and the principal and subordinate objectives of the project must be clearly and concisely stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as well as data describing the needs of the target population and the proposed service area as needed. When appropriate, a literature review should be used to support the objectives and needs described in this section.

Expected Outcomes

Identify the outcomes to be derived from the project. Outcomes should relate to the overall goals of the project as described in *Section I. Program Description*. If research is part of the proposed work, outcomes must include hypothesized results and implications of the proposed research.

Describe in detail the expected achievements and likely outcomes for the COE and the CSBG Network based on the five major focus goals stated in *Section I. Program Description, Organizational Standards COE Purpose and Major Goals*.

Approach

Outline a plan of action that describes the scope and detail of how the proposed project will be accomplished. Applicants must account for all functions or activities identified in the application. Describe any design or technological innovations, reductions in cost or time, or extraordinary social and/or community involvement in the project. Provide a list of organizations, cooperating entities, consultants, or other key individuals that will work on the project, along with a short description of the nature of their effort or contribution.

Cite potential obstacles and challenges to accomplishing project goals and explain strategies that will be used to address these challenges.

Applicants are expected to propose a plan that clearly and concisely describes a strategy for infrastructure development and a vision of how the Organizational Standards COE will operate (e.g., implementation plan and procedures). The plan will include efforts to address the core functions of the COE and the proposed approach to work with OCS, the RPIC grantee, the Office of Head Start and other ACF offices, State CSBG Lead Agencies, State CAA Associations, RPICs, and CSBG national T/TA partners and stakeholder organizations. Applicants are expected to propose a plan that addresses the overall goals of this project as described in *Section I. Program Description* of this announcement.

INFRASTRUCTURE AND PROCEDURES

The COEs plan for infrastructure and procedures must include a clear and comprehensive vision of how the proposed Organizational Standards COE would operate. The plan for the Organizational Standards COE must present a well-conceived overall approach to the project, including details demonstrating that the project will be structured in an effective way and must achieve the purpose and goals as stated in *Section I. Program Description, Organizational Standards COE Purpose and Major Goals* and must clearly address the following:

- The applicant provides a plan for staffing the proposed project that is adequate and sufficiently resourced to complete the proposed project activities on time and demonstrates the specific, relevant experience, and skills of any proposed project staff, describing their specific qualifications and experience, how these qualifications and experience align with their core responsibilities, and how the proposed staff will support the successful implementation of the proposed project.
- A plan for the COE must include a description of the proposed T/TA infrastructure that clearly defines the roles, responsibilities, and core functions necessary for a targeted T/TA approach that will strengthen the State CSBG Lead Agencies, local CSBG-eligible entities, State CAA Associations, and RPICs.
- The application must clearly describe mechanisms for meaningful involvement for consulting with State CSBG Lead Agencies, local CSBG-eligible entities, State CAA Associations, and RPICs to identify T/TA needs, develop T/TA plans and the applicants capacity to deliver T/TA to states, either directly or via partnerships.
- The application must describe a plan for coordinating and convening up to three regionally focused T/TA events during each year of the grant with key partners to identify T/TA needs within each region.
- A detailed plan to create templates and assist RPICs in developing state-specific T/TA plans in partnership with State CSBG Lead Agencies and local CSBG-eligible entities

to meet organizational standards and State Accountability Measures and other CSBG Performance Management Framework efforts, and strengthen overall operations and systems. T/TA focuses may also include programmatic strategies and services such as collective impact and two-generation initiatives depending on the needs of the region. The standardized template developed by the COE will include priority areas for assistance, identified resources for T/TA, and recommended funding sources (e.g., eligibility entity budgets, federal T/TA funds, state discretionary funds, a combination of these sources, or other sources).

- The plan must include an approach for ensuring that State CSBG Lead Agencies, State CAA Associations, RPICs, and national CSBG T/TA partners participate in the planning and convening of regionally focused T/TA initiatives.
- The plan must assure the capacity to develop all materials related to the regional T/TA initiatives including logistical preparations, development and maintenance of participant lists, invitations and communications tools, compilation and analysis of materials from a variety of sources, development of agendas and T/TA meeting plans; facilitation of meetings; and development of meeting minutes and follow-up reports noting key issues identified, actions implemented, and necessary follow-up by participants.
- A clear approach to collaborate with OCS and the Office of Head Start to complete a crosswalk of the CSBG organizational standards with the Head Start Program Performance Standards to identify common T/TA strategies and approaches.
- A clear approach to assess opportunities for joint T/TA efforts with OCS, the Office of Head Start, and other CSBG T/TA grantees on prevention and intervention T/TA strategies for local CSBG-eligible entities with Head Start and Early Head Start programs.
- A plan to continue to coordinate state and national CSBG T/TA partners to assist the state in establishing and communicating a T/TA strategy to help ensure that State CSBG Lead Agencies and local CSBG-eligible entities have access to T/TA to meet and implement organizational standards, State Accountability Measures and other CSBG Performance Management Framework efforts. This strategy will include coordinating and leading activities (e.g., consistent messaging via communication and action plans) to ensure that local CSBG-eligible entities have the organizational capacity to effectively address the needs of low-income individuals and communities.
- A clear approach to develop and revise T/TA materials for State CSBG Lead Agencies and local CSBG-eligible with Head Start and Early Head Start programs.
- The plan must include an approach for analyzing and updating the current web-based CSBG T/TA Resource Center to increase utilization and effectiveness.

IMPLEMENTATION PLAN

The plan for the Organization Standards COE must present a well-conceived overall approach to the project, including details demonstrating that the project will be implemented effectively and will achieve the purpose and goals stated in *Section I. Program Description*. The implementation plan must include a clear and comprehensive vision of how the proposed COE would operate. An approach must focus on assessment, planning, the developing and implementing T/TA strategies, and follow-up. The plan must include the following:

- A well-conceived overall approach to the project and how the proposed COE will operate, including a reasonable timeline for implementing the proposed project, including major milestones and target dates. The application describes the factors that could speed or hinder project implementation and explains how these factors would be managed.
- A clear approach to working with the 11 RPIC grantees to coordinate and convene up to three regionally focused T/TA events with key partners during each year of the grant.
- A description of the anticipated processes and procedures to implement T/TA efforts State CSBG Lead Agencies, RPIC, State CAA Associations, and local CSBG-eligible entities.
- A description of the plans for creation and updating of curricula, training materials, tools, and processes that include substantial consultation and active participation with State CSBG Lead Agencies, regions, and local CSBG-eligible entities in the development and implementation of T/TA efforts.

Project Timeline and Milestones

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function, or activity, in such terms as the number of people to be served and the number of activities accomplished. Data may be organized and presented as project tasks and subtasks with their corresponding timelines during the project period. For example, each project task could be assigned to a row in the first column of a grid. Then, a unit of time could be assigned to each subsequent column, beginning with the first unit (i.e., week, month, quarter) of the project and ending with the last. Shading, arrows, or other markings could be used across the applicable grid boxes or cells, representing units of time, to indicate the approximate duration and/or frequency of each task and its start and end dates within the project period.

When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

Program Performance Evaluation Plan

Applicants must describe the plan for the program performance evaluation that will contribute to continuous quality improvement. The program performance evaluation should monitor ongoing processes and the progress towards the goals and objectives of the project. Include descriptions of the inputs (e.g., organizational profile, collaborative partners, key staff, budget, and other resources), key processes, and expected outcomes of the funded activities. The plan may be supported by a logic model and must explain how the inputs, processes and outcomes will be measured, and how the resulting information will be used to inform improvement of funded activities.

Applicants must describe the systems and processes that will support the organization's performance management requirements through effective tracking of performance outcomes, including a description of how the organization will collect and manage data (e.g. assigned skilled staff, data management software) in a way that allows for accurate and timely

reporting of performance outcomes. Applicants must describe any potential obstacles for implementing the program performance evaluation and how those obstacles will be addressed.

The applicant must provide a narrative addressing how the project and its results will be evaluated.

- The application describes the criteria to be used to evaluate results, and explain the methodology that will be used to determine if the needs identified and discussed are being met and if the project results and benefits are being achieved.
- The application describes how the proposed plan for performance evaluation will help ensure that immediate T/TA needs are addressed, and the ways in which the proposed plan will help OCS address long-term T/TA needs related to quality improvement support in the CSBG Network. The applicant must describe how the proposed plan will evaluate and measure program effectiveness, including specific outcomes and milestones.
- The application describes plans for evaluating outcomes from regionally focused T/TA efforts.
- The application describes plans for evaluating the impact of T/TA activities on the organizational capacity and performance of organizations that receive T/TA.

Legal Status of Applicant Entity

Applicants must provide the following documentation:

Non-profit organizations applying for funding are required to submit proof of their non-profit status. Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.
- A copy of a currently valid IRS tax-exemption certificate.
- A statement from a state taxing body, state attorney general, or other appropriate state official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
- Any of the items in the subparagraphs immediately above for a state or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

Unless directed otherwise, applicants must include proof of non-profit status in the *Appendices* file of the electronic application submission.

Logic Model

Applicants must submit a logic model for designing and managing their project. A logic model is a one-page diagram that presents the conceptual framework for a proposed project and explains the links among program elements. While there are many versions of logic models, for the purposes of this announcement the logic model should summarize the connections between the:

- Goals of the project (e.g., objectives, reasons for proposing the interventions, if applicable);
- Assumptions (e.g., beliefs about how the program will work and its supporting resources. Assumptions should be based on research, best practices, and experience);
- Inputs (e.g., organizational profile, collaborative partners, key staff, budget);
- Target population (e.g., the individuals to be served);
- Activities (e.g., approach, listing key intervention, if applicable);
- Outputs (i.e., the direct products or deliverables of program activities); and
- Outcomes (i.e., the results of a program, typically describing a change in people or systems).

Organizational Capacity

Provide the following information on the applicant organization and, if applicable, on any cooperating partners:

- Organizational charts;
- Resumes (no more than two single-spaced pages in length);
- List of Board of Directors;
- Audit reports or statements from Certified Public Accountants/Licensed Public Accountants, if available, submit statements for up to the two most recently completed fiscal years (this requirement does not apply to start-up organizations);
- Copy or description of the applicant organization's fiscal control and accountability procedures;
- Evidence that the applicant organization, and any partnering organizations, have relevant experience and expertise with administration, development, implementation, management, and evaluation of programs similar to that offered under this announcement;
- Evidence that each participating organization, including partners and/or subcontractors, possess the organizational capability to fulfill their role(s) and function(s) effectively;
- Copy or description of the applicant organization's personnel policies;
- Information on compliance with federal/state/local government standards;
- Job descriptions for each vacant key position.

Protection of Sensitive and/or Confidential Information

If any confidential or sensitive information will be collected during the course of the project, whether from staff (e.g., background investigations) or project participants and/or project beneficiaries, provide a description of the methods that will be used to ensure that confidential and/or sensitive information is properly handled and safeguarded. Also provide a plan for the disposition of such information at the end of the project period.

Dissemination Plan

Applicants must propose a plan to disseminate reports, products, and/or grant project outputs so that project information is provided to key target audiences. Dissemination plans must include:

- Dissemination goals and objectives;
- Strategies to identify and engage with target audiences;
- Allocation of sufficient staff time and budget for dissemination purposes;
- A preliminary plan to evaluate the extent to which target audiences have received project information and have used it as intended.

Third-Party Agreements

Third-party agreements include Memoranda of Understanding (MOU) and Letters of Commitment. General letters of support are **not** considered to be third-party agreements. Third-party agreements must clearly describe the project activities and support to which the third party is committing. Third-party agreements must be signed by the person in the third-party organization with the authority to make such commitments on behalf of their organization.

Provide written and signed agreements between grantees and subgrantees, or subcontractors, or other cooperating entities. These agreements must detail the scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship.

Letters Of Support

Provide statements from community, public, and commercial leaders that support the project proposed for funding. All submissions must be included in the application package.

Plan for Oversight of Federal Award Funds

Provide a plan describing how oversight of federal funds will be ensured and how grant activities and partner(s) will adhere to applicable federal and programmatic regulations. Applicants must identify staff that will be responsible for maintaining oversight of program activities, staff, and partner(s). Applicants must describe procedures and policies used to oversee staff and/or partners/contractors.

Describe organizational records systems that relate financial data to performance data by identifying the source and application of federal funds so that they demonstrate effective control over and accountability for funds, compare outlays with budget amounts, and provide accounting records supported by source documentation.

The Project Budget and Budget Justification

All applicants are required to submit a project budget and budget justification with their application. The project budget is entered on the Budget Information Standard Form, either SF-424A or SF-424C, according to the directions provided with the SFs. The budget

justification consists of a budget narrative and a line-item budget detail that includes detailed calculations for "object class categories" identified on the Budget Information Standard Form. Applicants must indicate the method they are selecting for their indirect cost rate. See Indirect Charges for further information.

Project budget calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching or cost sharing is a requirement, applicants must include a detailed listing of any funding sources identified in Block 18 of the SF-424 (Application for Federal Assistance). See the table in *Section IV.2. Required Forms, Assurances, and Certifications* listing the appropriate budget forms to use in this application.

Special Note: *The Consolidated Appropriations Act, 2016, (Division E, Title VII, General Provisions – Government-Wide), limits the salary amount that may be awarded and charged to ACF grants and cooperative agreements. Award funds issued under this announcement may not be used to pay the salary, or any percentage of salary, to an individual at a rate in excess of Executive Level II. The Executive Level II salary of the "Rates of Pay for the Executive Schedule" is \$185,100. This amount reflects an individual's base salary exclusive of fringe benefits and any income that an individual may be permitted to earn outside of the duties of the applicant organization. This salary limitation also applies to subawards and subcontracts under an ACF grant or cooperative agreement.*

Provide a budget using the 424A and/or 424C, as applicable, for each year of the proposed project. Provide a budget justification, which includes a budget narrative and a line-item detail, for each year of the proposed project. The budget narrative should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

The budget must include funding for an entrance meeting in Washington, DC, to present and discuss details of the project work plan and cooperative agreement.

The budget must also include funding for travel for one key staff member to attend and present at a T/TA conference in Washington, DC, during each year of the grant.

The applicant will also allocate funding for convening up to three regionally focused T/TA events for initiatives and in-person meetings or convening of key stakeholders, during each year of the grant to help State CSBG Lead Agencies, State CAA Associations, and local CSBG-eligible entities in implementing and meeting CSBG Performance Management Framework efforts including organizational standards and State Accountability Measures.

The budget shall reflect the 12-month budget period, not the 36-month project period.

General

Use the following guidelines for preparing the budget and budget justification. Both federal and non-federal resources (when required) shall be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which you are applying. "Non-federal resources" are all other non-ACF federal and non-federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, federal budget; next column(s), non-federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

Personnel

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application. For each staff person provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant. Contractors and consultants should not be placed under this category.

Fringe Benefits

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, Federal Insurance Contributions Act (FICA) taxes, retirement insurance, and taxes.

Travel

Description: Costs of out-of-state or overnight project-related travel by employees of the applicant organization. Do not include in-state travel or consultant travel.

Justification: For each trip show the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used to travel out of town; and other transportation costs and subsistence allowances. If appropriate for this project, travel costs for key project staff to attend ACF-sponsored workshops/conferences/grantee orientations should be detailed in the budget.

Equipment

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year per unit and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) \$5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and

installation, shall be included in or excluded from acquisition cost in accordance with the applicant organization's regular written accounting practices.)

Justification: For each type of equipment requested applicants must provide a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use of the equipment in the project; as well as a plan for the use, and/or disposal of, the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

Supplies

Description: Costs of all tangible personal property other than that included under the Equipment category. This includes office and other consumable supplies with a per-unit cost of less than \$5,000.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

Contractual

Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party evaluation contracts, if applicable, and contracts with secondary recipient organizations (with budget detail), including delegate agencies and specific project(s) and/or businesses to be financed by the applicant. This area is not for individual consultants.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open, and free competition. Recipients and subrecipients are required to use 45 CFR 75.328 procedures and must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed by 41 U.S.C. § 134, as amended by 2 CFR Part 200.88, and currently set at \$150,000. Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc., available to ACF.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each contractor/sub-contractor, by agency title, along with the same supporting information referred to in these instructions. If the applicant plans to select the contractors/sub-contractors post-award and a detailed budget is not available at the time of application, the applicant must provide information on the nature of the work to be delegated, the estimated costs, and the process for selecting the delegate agency.

Other

Description: Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: consultant costs, local travel; insurance; food (when allowable); medical and dental costs (noncontractual); professional services costs (including audit charges); space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

Justification: Provide computations, a narrative description, and a justification for each cost under this category.

Indirect Charges

Description: Total amount of indirect costs. This category has one of two methods that an applicant can select. An applicant may only select one.

1) The applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant federal agency.

Note: An applicant must enclose a copy of the current approved rate agreement. If the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

2) Per 45 CFR § 75.414(f) Indirect (F&A) costs, “any non-Federal entity [i.e., applicant] that has never received a negotiated indirect costs rate, ... may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. As described in § 75.403, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as a non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time.”

Justification: This method only applies to applicants that have never received an approved negotiated indirect cost rate from HHS or another cognizant federal agency. Applicants awaiting approval of their indirect cost proposal may request the 10 percent de minimis. When the applicant chooses this method, costs included in the indirect cost pool must not be charged as direct costs to the grant.

Commitment of Non-Federal Resources

Description: Amounts of non-federal resources that will be used to support the project as identified in Block 18 of the SF-424.

For all federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the recipient’s cost sharing or matching when such contributions meet all of the criteria listed in 45 CFR § 75.306.

For awards that require matching by statute, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget

justifications by budget period, or by project period for fully funded awards, even if the projected commitment exceeds the amount required by the statutory match. **A recipient's failure to provide the statutorily required matching amount may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

For awards that do not require matching or cost sharing by statute, where "cost sharing" refers to any situation in which the recipient voluntarily shares in the costs of a project other than as statutorily required matching. These include situations in which contributions are voluntarily proposed by an applicant and are accepted by ACF. Non-federal cost sharing will be included in the approved project budget so that the applicant will be held accountable for proposed non-federal cost-sharing funds as shown in the Notice of Award (NOA). **A recipient's failure to provide voluntary cost sharing of non-federal resources that have been accepted by ACF as part of the approved project costs and that have been shown as part of the approved project budget in the NOA, may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

Justification: If an applicant is relying on match from a third party, then a firm commitment of these resources (letter(s) or other documentation) is required to be submitted with the application. Detailed budget information must be provided for every funding source identified in Item 18. "Estimated Funding (\$)" on the SF-424.

Applicants are required to fully identify and document in their applications the specific costs or contributions they propose in order to meet a matching requirement. Applicants are also required to provide documentation in their applications on the sources of funding or contribution(s). In-kind contributions must be accompanied by a justification of how the stated valuation was determined. Matching or cost sharing must be documented by budget period (or by project period for fully funded awards). **A recipient's failure to provide a statutorily required matching amount may result in the disallowance of federal funds.**

Applications that lack the required supporting documentation will not be disqualified from competitive review; however, it may impact an application's scoring under the evaluation criteria in *Section V.1.* of this announcement.

Paperwork Reduction Disclaimer

As required by the Paperwork Reduction Act of 1995, 44 U.S.C. §§ 3501-3521, the public reporting burden for the Project Description and Budget/Budget Justification is estimated to average 60 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information. The Project Description and Budget/Budget Justification information collection is approved under OMB control number 0970-0139, expiration date is 01/31/2019. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Application Submission Options

Electronic Submission via www.Grants.gov

Additional guidance on the submission of electronic applications can be found at <http://www.grants.gov/web/grants/applicants/apply-for-grants.html>.

After a grant application package is submitted to www.Grants.gov, a confirmation screen will appear on the applicant's computer screen. This screen confirms that an application has been submitted to Grants.gov. This page also contains a tracking number to identify the status of the application submission in the Track My Application feature.

When the application has completed the Grants.gov submission process, Grants.gov will send email messages to advise the applicant of the progress of the application through its system. **Over the next two business days, an applicant should receive two emails from Grants.gov:**

- **Submission Receipt Email:** Confirms successful receipt of the application by the Grants.gov system and indicates the application's status as "Received."
- **Submission Validation –OR– Rejection with Errors Email:** Indicates that the application was either successfully validated or rejected by Grants.gov. Either the application has been successfully validated by the system prior to transmission to the grantor agency or the application has been rejected due to errors.

Application Validation at www.Grants.gov

After an application has been successfully submitted to www.Grants.gov, it still must pass a series of validation checks. After an application is submitted, Grants.gov generates a submission receipt via email and also sets the application status to "Received." This receipt verifies that the application has been successfully delivered to the Grants.gov system.

Next, Grants.gov verifies the submission is valid by ensuring it does not contain viruses, the opportunity is still open, and the applicant login and applicant DUNS number match. If the submission is valid, Grants.gov generates a submission validation receipt via email and sets the application status to "Validated."

If the application is not validated, the application status is set to "Rejected." The system sends a rejection email notification to the applicant and the applicant must re-submit the application package. See "What to Expect After Submitting" at www.Grants.gov for more information.

Each time an application is re-submitted to www.Grants.gov, the applicant will receive a new **Submission Receipt Email**. Only applications with on-time date and time stamps in Submission Receipt Email, and that pass validation, will be transmitted to ACF. Applications that are submitted on time that fail the validation check are not be transmitted to ACF and will not be acknowledged.

NOTE: The Grants.gov validation check can affect whether the application is accepted for review. If an application fails the Grants.gov validation check and is not resubmitted by 11:59 p.m., ET, on the due date, it will not be transmitted to ACF and will be excluded from the review.

Similarly, if an applicant resubmits their application to Grants.gov by 11:59 p.m., ET, on the due date, and the resubmitted application does not pass the validation check, it will not be transmitted to ACF and will be excluded from the review.

Grants.gov Support Center

- If applicants encounter any technical difficulties in using www.Grants.gov, contact the Grants.gov Support Center at: 1-800-518-4726, or by email at support@grants.gov, to report the problem and obtain assistance. Hours of Operation: 24 hours a day, 7 days a week. The Grants.gov Support Center is closed on federal holidays.
- Applicants should always retain Grants.gov Support Center service ticket number(s) as they may be needed for future reference.
- **Contact with the Grants.gov Support Center prior to the listed application due date and time does not ensure acceptance of an application. If difficulties are encountered, the Grants Management Officer listed in *Section VII. HHS Awarding Agency Contact(s)* will determine whether the submission issues are due to Grants.gov system errors or user error.**

Issues with Federal Systems

For any systems issues experienced with Grants.gov or SAM.gov, please refer to ACF's "Policy for Applicants Experiencing Federal Systems Issues" document for complete guidance at https://www.acf.hhs.gov/sites/default/files/assets/systems_issue_policy_final.pdf.

Request an Exemption from Required Electronic Application Submission

ACF recognizes that some applicants may have limited or no Internet access, and/or limited computer capacity, which may prohibit them from uploading large files at www.Grants.gov. To accommodate such applicants, ACF offers an exemption from required electronic submission. The exemption will allow applicants to submit hard copy, paper applications by hand-delivery, applicant courier, overnight/express mail couriers, or by other representatives of the applicant.

To receive an exemption from required electronic application submission, applicants must submit a written request to ACF that must state that the applicant qualifies for the exemption for one of the two following reasons:

- Lack of Internet access or Internet connection, or
- Limited computer capacity that prevents the uploading of large documents (files) at www.Grants.gov.

Applicants may request and receive the exemption from required electronic application

submission by either:

- Submitting an email request to electronicappexemption@acf.hhs.gov, or
- Sending a written request to the Office of Grants Management Contact listed in *Section VII. HHS Awarding Agency Contact(s)* in this announcement.

Requests for exemption from required electronic application submission will be acknowledged with an approval or disapproval.

Requests that do not state one of the two listed reasons will not be approved.

An exemption is applicable to all applications submitted by the applicant organization during the Federal Fiscal Year (FFY) in which it is received. Applicants need only request an exemption once in a FFY. Applicants must request a new exemption from required electronic submission for any succeeding FFY.

Please Note: electronicappexemption@acf.hhs.gov may only be used to request an exemption from required electronic submission. All other inquiries must be directed to the appropriate agency contact listed in *Section VII.* of this announcement. Queries or requests submitted to this email address for any reason other than a request for an exemption from electronic application submission will not be acknowledged or answered.

All exemption requests must include the following information:

- Funding Opportunity Announcement Title,
- Funding Opportunity Number (FON),
- The listed Catalog of Federal Domestic Assistance (CFDA) number,
- Name of Applicant Organization and DUNS Number,
- AOR name and contact information,
- Name and contact information of person to be contacted on matters involving the application (i.e., the Point of Contact), and
- The reason for which the applicant is requesting an exemption from electronic application submission. The request for exemption must state one of the following two reasons: 1) lack of Internet access or Internet connection; or 2) lack of computer capacity that prevents uploading large documents (files) to the Internet.

Exemption requests must be received by ACF no later than two weeks before the application due date, that is, 14 calendar days prior to the application due date listed in the *Overview* and in *Section IV.4. Submission Dates and Times*. If the fourteenth calendar day falls on a weekend or federal holiday, the due date for receipt of an exemption request will move to the next federal business day that follows the weekend or federal holiday.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials.

Details concerning acknowledgment of received applications are available in *Section IV.4. Submission Dates and Times* of this announcement.

Paper Format Application Submission

An exemption is required for the submission of paper applications. See the preceding section on "*Request an Exemption from Required Electronic Application Submission*."

Applicants with exemptions that submit their applications in paper format, by mail or delivery, must submit one original and two copies of the complete application with all attachments. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by the AOR, and be unbound. The original copy of the application must have original signature(s). See *Section IV.7.* of this announcement for address information for paper format application submissions. Applications submitted in paper format must be received by 4:30 p.m, ET, on the due date.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.4. Submission Dates and Times* in this announcement.

IV.3. Unique Entity Identifier and System for Award Management (SAM)

All applicants must have a DUNS Number (<http://fedgov.dnb.com/webform>) and an active registration with the System for Award Management (SAM.gov/SAM, <https://www.sam.gov>).

Obtaining a DUNS Number may take 1 to 2 days.

All applicants are required to maintain an active SAM registration until the application process is complete. If a grant is awarded, registration at SAM must be active throughout the life of the award.

Plan ahead. Allow at least 10 business days after you submit your registration for it to become active in SAM and at least an additional 24 hours before that registration information is available in other government systems, i.e. Grants.gov.

This action should allow you time to resolve any issues that may arise. Failure to comply with these requirements may result in your inability to submit your application through Grants.gov or prevent the award of a grant. Applicants should maintain documentation (with dates) of your efforts to register for, or renew a registration, at SAM. User Guides are available under the "Help" tab at <https://www.sam.gov>.

HHS requires all entities that plan to apply for, and ultimately receive, federal grant

funds from any HHS Agency, or receive subawards directly from recipients of those grant funds to:

- Be registered in the SAM prior to submitting an application or plan;
- Maintain an active SAM registration with current information at all times during which it has an active award or an application or plan under consideration by an OPDIV; and
- Provide its active DUNS number in each application or plan it submits to the OPDIV.

ACF is prohibited from making an award until an applicant has complied with these requirements. At the time an award is ready to be made, if the intended recipient has not complied with these requirements, ACF:

- May determine that the applicant is not qualified to receive an award; and
- May use that determination as a basis for making an award to another applicant.

IV.4. Submission Dates and Times

Due Dates for Applications

Due Date for Applications: **06/21/2016**

Explanation of Due Dates

The due date for receipt of applications is listed in the *Overview* section and in this section. See *Section III.3. Other, Application Disqualification Factors*.

Electronic Applications

The deadline for submission of electronic applications via www.Grants.gov is 11:59 p.m., ET, on the due date. Electronic applications submitted at 12:00 a.m., ET, on the day after the due date will be considered late and will be disqualified from competitive review and from funding under this announcement.

Applicants are required to submit their applications electronically via www.Grants.gov unless they received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

ACF does not accommodate transmission of applications by email or facsimile.

Instructions for electronic submission via www.Grants.gov are available at: <http://www.grants.gov/web/grants/applicants/apply-for-grants.html>.

Applications submitted to www.Grants.gov at any time during the open application period prior to the due date and time that fail the Grants.gov validation check will not be received at ACF. These applications will not be acknowledged.

Mailed Paper Format Applications

The deadline for receipt of mailed, paper applications is 4:30 p.m., ET, on the due date.

Mailed paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and from funding under this announcement.

Paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

Hand-Delivered Paper Format Applications

Applications that are hand-delivered by applicants, applicant couriers, by overnight/express mail couriers, or other representatives of the applicant must be received on, or before, the due date listed in the *Overview* and in this section. These applications must be delivered between the hours of 8:00 a.m. and 4:30 p.m., ET, Monday through Friday (excluding federal holidays). Applications should be delivered to the address provided in *Section IV.7. Other Submission Requirements*.

Hand-delivered paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and from funding under this announcement.

Hand-delivered paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

No appeals will be considered for applications classified as late under the following circumstances:

- Applications submitted electronically via www.Grants.gov are considered late when they are dated and time-stamped after the deadline of 11:59 p.m., ET, on the due date.
- Paper format applications received by mail or hand-delivery after 4:30 p.m., ET, on the due date will be classified as late and will be disqualified.
- Paper format applications received from applicant organizations that were not approved for an exemption from required electronic application submission under the process described in *Section IV.2. Request an Exemption from Required Electronic Submission* will be disqualified.

Emergency Extensions

ACF may extend an application due date when circumstances make it impossible for an applicant to submit their applications on time. Only events such as documented natural disasters (floods, hurricanes, tornados, etc.), or a verifiable widespread disruption of electrical service, or mail service, will be considered. The determination to extend or waive the due date, and/or receipt time, requirements in an emergency situation rests with the Grants Management Officer listed as the Office of Grants Management Contact in *Section VII. HHS Awarding Agency Contact(s)*.

Acknowledgement from www.Grants.gov

Applicants will receive an initial email upon submission of their application to www.Grants.gov. This email will provide a **Grants.gov Tracking Number**. Applicants should refer to this tracking number in all communication with Grants.gov. The email will also provide a **date and time stamp**, which serves as the official record of application's submission. Receipt of this email does not indicate that the application is accepted or that it has passed the validation check.

Applicants will also receive an email acknowledging that the received application is in the **Grants.gov validation process**, after which a third email is sent with the information that the submitted application package has passed, or failed, the series of checks and validations. Applications that are submitted on time that fail the validation check will not be transmitted to ACF and will not be acknowledged by ACF.

See "What to Expect After Submitting" at www.Grants.gov for more information.

Acknowledgement from ACF of an electronic application's submission:

Applicants will be sent additional email(s) from ACF acknowledging that the application has been retrieved from www.Grants.gov by ACF. Receipt of these emails is not an indication that the application is accepted for competition.

Acknowledgement from ACF of receipt of a paper format application:

ACF will not provide acknowledgement of receipt of hard copy application packages submitted via mail or courier services.

IV.5. Intergovernmental Review

This program is covered under Executive Order (E.O.) 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." Under the Executive Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs.

Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372

http://www.whitehouse.gov/omb/grants_spoc/.

Applicants from participating jurisdictions should contact their SPOC, as soon as possible, to alert them of their prospective applications and to receive instructions on their jurisdiction's procedures. Applicants must submit all required application materials to the SPOC and indicate the date of submission on the Standard Form (SF) 424 at item 19.

Under 45 CFR 100.8(a)(2), a SPOC has 60 days from the application due date to comment on proposed new awards.

SPOC comments may be submitted directly to ACF to: U.S. Department of Health and Human Services, Administration for Children and Families, Office of Grants Management, Division of Discretionary Grants, 330 C St. SW, 3rd Floor, Washington, DC 20201.

Entities that meet the eligibility requirements of this announcement are still eligible to apply for a grant even if a State, Territory or Commonwealth, etc., does not have a SPOC or has chosen not to participate in the process. Applicants from non-participating jurisdictions need take no action with regard to E.O. 12372. Applications from Federally-recognized Indian Tribal governments are not subject to E.O. 12372.

IV.6. Funding Restrictions

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions are unallowable. Fund raising costs for the purposes of meeting the Federal program objectives are allowable with prior written approval from the Federal awarding agency. (45 CFR §75.442)

Proposal costs are the costs of preparing bids, proposals, or applications on potential Federal and non-Federal awards or projects, including the development of data necessary to support the non-Federal entity's bids or proposals. Proposal costs of the current accounting period of both successful and unsuccessful bids and proposals normally should be treated as indirect (F&A) costs and allocated currently to all activities of the non-Federal entity. No proposal costs of past accounting periods will be allocable to the current period. (45 CFR §75.460)

Grant awards will not allow reimbursement of pre-award costs.

Construction is not an allowable activity or expenditure under this grant award.

Purchase of real property is not an allowable activity or expenditure under this grant award.

Subcontracting

OCS will not fund any project where the role of the applicant is primarily to serve as a conduit for funds to organizations other than the applicant. The applicant is expected to have a substantive role in the implementation of the project for which funding is requested. This prohibition does not bar subcontracting for specific services or activities that are needed to conduct the project.

IV.7. Other Submission Requirements

Submit paper applications to one of the following addresses. Also see *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

Submission By Mail

Attn: HHS-2014-ACF-OCS-ET-1127
U.S. Department of Health and Human Services
Administration for Children and Families
Office of Community Services
Grant Operations Center, c/o F2 Solutions, LLC
1401 Mercantile Lane, Suite 401
Largo, MD 20774

Hand Delivery

Attn: HHS-2014-ACF-OCS-ET-1127
U.S. Department of Health and Human Services
Administration for Children and Families
Office of Community Services
Grant Operations Center, c/o F2 Solutions, LLC
1401 Mercantile Lane, Suite 401
Largo, MD 20774

Electronic Submission

See *Section IV.2.* for application requirements and for guidance when submitting applications electronically via <http://www.Grants.gov>.
For all submissions, see *Section IV.4. Submission Dates and Times.*

V. Application Review Information

V.1. Criteria

Please note: Reviewers will not access, or review, any materials that are not part of the application documents. This includes information accessible on websites via hyperlinks that are referenced, or embedded, in the application. Though an application may include web links, or embedded hyperlinks, reviewers will not review this information as it is not considered to be part of the application documents. Nor will the information on websites be taken into consideration in scoring of evaluation criteria presented in this section. Reviewers will evaluate and score an application based on the documents that are presented in the application and **will not** refer to, or access, external links during the objective review.

Applications competing for financial assistance will be reviewed and evaluated using the criteria described in this section. The corresponding point values indicate the relative importance placed on each review criterion. Points will be allocated based on the extent to which the application proposal addresses each of the criteria listed. Applicants should address these criteria in their application materials, particularly in the project description and budget justification, as they are the basis upon which competing applications will be judged during the objective review. The required elements of the project description and budget justification may be found in *Section IV.2* of this announcement.

OBJECTIVES AND NEED FOR ASSISTANCE

Maximum Points:10

In this section, reviewers will consider the extent to which:

(1) The applicant clearly identifies the need for assistance, the significant features and components of the Organizational Standards COE, clearly states the goals (i.e., products of an effective project) and subordinate objectives (i.e., measurable steps for reaching these goals) of the project, and provides rationale for the project goals. The applicant clearly describes how the goals and objectives of proposed project activities will address the needs of State CSBG Lead Agencies, regions, local CSBG-eligible entities, and other organizations in the CSBG Network. (0 – 10 points)

INFRASTRUCTURE AND PROCEDURES

Maximum Points:20

In this section, reviewers will consider the extent to which:

- (1) The applicant clearly and concisely describes a strategy for infrastructure development including an operational structure for the Organizational Standards COE. The proposed infrastructure supports the core responsibilities of the COE and the proposed approach to work with OCS, State CSBG Lead Agencies, local CSBG-eligible entities, and other stakeholders associated with the CSBG program. (0 – 5 points)
- (2) The application provides a description of a T/TA infrastructure that clearly defines the roles, responsibilities, and core functions of the COE for targeted T/TA to State CSBG Lead Agencies, regions and local CSBG-eligible entities. The application describes how the COE will support a multi-faceted approach to help identify, manage, and prioritize T/TA. (0 – 5 points)
- (3) The application describes an approach for identification of up to three regions (or combinations of regions) per year to coordinate and convene up to three T/TA events during each year of the grant with key partners with a focus on the full implementation of the CSBG Performance Management Framework among all states and eligible entities within each region with an emphasis on shared goals for excellence in organizational operations, partnerships, services and strategies for low-income individuals, families and communities. (0 - 5 points)
- (4) The applicant describes procedures for developing standardized templates and other relevant tools for developing, reviewing, and commenting on state-specific T/TA plans and annual reviews of the plans. (0 – 5 points)
- The applicant describes an approach to using the standardized templates developed by the COE to capture recommended areas for assistance, recommended resources for assistance, and recommended funding sources (e.g., state discretionary funds, federal T/TA funds, a combination of these sources, or other sources).

IMPLEMENTATION PLAN

Maximum Points:20

In this section, reviewers will consider the extent to which:

(1) The applicant presents a well-conceived overall approach to the project, including a preliminary design for the implementation and details describing how the project will be implemented in an effective way to achieve the purpose and goals stated in *Section I. Program Description, Organizational Standards COE Purpose and Major Goals*. The

plan implementation includes a clear and comprehensive vision of how the proposed COE will operate. (0 - 10 points)

- The applicant includes a reasonable timeline for implementing the proposed project, including major milestones and target dates.
- The applicant describes the factors that could speed or hinder project implementation and explains how these factors would be managed.

(2) The application clearly describes procedures for coordinating and convening up to three regionally focused T/TA events during each year of the grant to facilitate the development of state-specific T/TA plans to assess organizational capacity and performance. (0 - 10 points)

- The application describes a clear approach to collaborating with the RPIC grantees and facilitating input from State CSBG Lead Agencies, State CAA Associations, and local CSBG-eligible entities, and national CSBG T/TA partners with the RPIC grantees to coordinate and convene up to three regionally focused T/TA events during each year of the grant with key partners.

EXPECTED OUTCOMES

Maximum Points:15

In reviewing the outcomes expected, reviewers will consider the extent to which:

(1) The applicant presents a well-defined logic model that guides the proposed project. The logic model demonstrates strong linkages between applicant's expected achievements and likely short-term, intermediate, and long-term outcomes. The applicant discusses proposed indicators that will be used to measure the progress and effectiveness of the approach. The logic model also addresses the purpose and goals stated in *Section I. Program Description, Organizational Standards COE Purpose and Major Goals*. (0 - 15 points)

- The applicant describes how regionally focused T/TA initiatives will lead to an increased focus on excellence in organizational operations, partnerships, services, and strategies for low income individuals, families, and communities and full implementation of the CSBG Performance Management Framework efforts.
- The applicant describes how developing templates and facilitating the development state-specific T/TA plans by collaborating with the RPIC grantees and facilitating input from State CSBG Lead Agencies, State CAA Associations, and local CSBG-eligible entities, and national CSBG T/TA partners will effectively assess organizational capacity and performance.
- The applicant describes how updating existing and developing new curricula and training materials will reflect the needs of State CSBG Lead Agencies, State CAA Associations, the RPICs, and local CSBG-eligible entities and support the full implementation of the CSBG Performance Management Framework efforts.
- The applicant describes how collaborating with OCS, the Office of Head Start and other ACF offices, State CSBG Lead Agencies, State CAA Associations, RPICs, and CSBG National T/TA Partners and Stakeholder Organizations to coordinate activities related to the implementation CSBG Performance Management

Framework efforts will ensure that the CSBG Network has the capacity to provide high-quality services to low-income individuals and communities.

- The applicant describes how enhancing and strengthening the web-based CSBG T/TA Resource Center will ensure that State CSBG Lead Agencies, State CAA Associations, RPICs, and local CSBG-eligible entities have access to T/TA tools and resources that meet their current and future needs.

ORGANIZATIONAL CAPACITY

Maximum Points:20

The responsibilities and roles of the organization's staff and its partner(s) are specifically stated and substantiated by requirements stated in *Section IV.2, The Project Description, Organizational Capacity*. In reviewing the organizational capacity, reviewers will consider the extent to which:

- (1) The applicant clearly documents the roles, responsibilities, and time commitments of each proposed project staff position, including consultants, subcontractors, and/or partners. These are well-defined and appropriate to the successful implementation of the proposed project with respect to the target population. (0 - 10 points)
- (2) The applicant provides strong evidence of sufficient experience and expertise in the program areas indicated in this funding opportunity announcement. (0 - 5 points)
- (3) The applicant describes, for example in a resume, the level of knowledge, skills, and abilities of the proposed project director and primary staff members, and documents how their specific qualifications and level of expertise will support the successful implementation of the proposed project activities. (0 - 5 points)

BUDGET AND BUDGET JUSTIFICATION

Maximum Points:15

In reviewing the budget and budget justification, reviewers will consider the extent to which:

- (1) The budget is clearly outlined and aligned with the project proposal and includes a narrative justification for the amount requested. (0 - 10 points)
 - The budget must include funding for an entrance meeting in Washington, DC to present and discuss details of the project work plan and cooperative agreement.
 - The budget must also include funding for travel for one key staff member to attend and present at a T/TA conference in Washington, DC, during each year of the grant.
 - The applicant allocated funding for convening up to three regionally focused T/TA events for initiatives and in-person meetings or convening of key stakeholders, during each year of the grant to help State CSBG Lead Agencies, State CAA Associations, and local CSBG-eligible entities in implementing and meeting CSBG Performance Management Framework efforts including organizational standards and State Accountability Measures.
- (2) The costs of the project are reasonable, allocable, and program-related and are commensurate with the types and range of activities and services to be conducted and the

expected goals and objectives. (0 - 5 points)

V.2. Review and Selection Process

No grant award will be made under this announcement on the basis of an incomplete application. No grant award will be made to an applicant or sub-recipient that does not have a DUNS number (www.dbn.com) and an active registration at SAM (www.sam.gov). See *Section IV.3. Unique Entity Identifier and System for Award Management (SAM)*.

Initial ACF Screening

Each application will be screened to determine whether it meets any of the disqualification factors described in *Section III.3. Other, Application Disqualification Factors*.

Disqualified applications are considered to be “non-responsive” and are excluded from the competitive review process. Applicants will be notified of a disqualification determination by email or by USPS postal mail within 30 federal business days from the closing date of this FOA.

Objective Review and Results

Applications competing for financial assistance will be reviewed and evaluated by objective review panels using only the criteria described in *Section V.1. Criteria* of this announcement. Each panel is composed of experts with knowledge and experience in the area under review. Generally, review panels include three reviewers and one chairperson.

Results of the competitive objective review are taken into consideration by ACF in the selection of projects for funding; however, objective review scores and rankings are not binding. Scores and rankings are only one element used in the award decision-making process.

ACF may elect not to fund applicants with management or financial problems that would indicate an inability to successfully complete the proposed project. Applications may be funded in whole or in part. Successful applicants may be funded at an amount lower than that requested. ACF reserves the right to consider preferences to fund organizations serving emerging, unserved, or under-served populations, including those populations located in pockets of poverty. ACF will also consider the geographic distribution of federal funds in its award decisions.

ACF may refuse funding for projects with what it regards as unreasonably high start-up costs for facilities or equipment, or for projects with unreasonably high operating costs.

Federal Awarding Agency Review of Risk Posed by Applicants

As required by 2 CFR 200 of the Uniform Guidance, effective January 1, 2016, ACF is required to review and consider any information about the applicant that is in the Federal Awardee Performance and Integrity Information System (FAPIIS), <https://www.fapiis.gov/>, before making any award in excess of the simplified acquisition threshold (currently \$150,000) over the period of performance. An applicant may review and comment on any information about itself that a federal awarding agency has previously entered into FAPIIS. ACF will consider any comments by the applicant, in addition to other information in

FAPIIS, in making a judgment about the applicant's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed by applicants as described in 2 CFR § 200.205 Federal Awarding Agency Review of Risk Posed by Applicants http://www.ecfr.gov/cgi-bin/text-idx?node=se2.1.200_1205&rgn=div8).

Please refer to *Section IV.2.* of this announcement for information on non-federal reviewers in the review process.

Approved but Unfunded Applications

Applications recommended for approval that were not funded under the competition because of the lack of available funds may be held over by ACF and reconsidered in a subsequent review cycle if a future competition under the program area is planned. These applications will be held over for a period of up to one year and will be re-competed for funding with all other competing applications in the next available review cycle. For those applications determined as approved but unfunded, notice will be given of the determination by email.

V.3. Anticipated Announcement and Federal Award Dates

Announcement of awards and the disposition of applications will be provided to applicants at a later date. ACF staff cannot respond to requests for information regarding funding decisions prior to the official applicant notification.

VI. Federal Award Administration Information

VI.1. Federal Award Notices

Successful applicants will be notified through the issuance of a Notice of Award (NoA) that sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-federal share to be provided (if applicable), and the total project period for which support is contemplated. The NoA will be signed by the Grants Officer and transmitted via postal mail, email, or by GrantSolutions.gov or the Head Start Enterprise System (HSES), whichever is relevant. Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter signed by the cognizant Program Office head. Any other correspondence that announces to a Principal Investigator, or a Project Director, that an application was selected is not an authorization to begin performance.

Project costs that are incurred prior to the receipt of the NoA are at the recipient's risk and may be reimbursed only to the extent that they are considered allowable as approved pre-award costs. Information on allowable pre-award costs and the time period under which they may be incurred is available in *Section IV.6. Funding Restrictions*.

VI.2. Administrative and National Policy Requirements

Unless otherwise noted in this section, administrative and national policy requirements that are applicable to discretionary grants are available at:
<http://www.acf.hhs.gov/administrative-and-national-policy-requirements>.

VI.3. Reporting

Recipients under this FOA will be required to submit performance progress and financial reports periodically throughout the project period. Information on reporting requirements is available on the ACF website at
<http://www.acf.hhs.gov/discretionary-post-award-requirements#chapter-2>.

For planning purposes, the frequency of required reporting for awards made under this announcement are as follows:

Performance Progress Reports:	Semi-Annually
Financial Reports:	Semi-Annually

VII. HHS Awarding Agency Contact(s)

Program Office Contact

Seth Hassett
Administration for Children and Families
Office of Community Services
Grant Operations Center
c/o F2 Solutions, LLC
1401 Mercantile Lane, Suite 401
Largo, MD 20774
Phone: (855) 792-6551
Email: OCSgrants@acf.hhs.gov

Office of Grants Management Contact

Bridget Shea Westfall
Administration for Children and Families
Office of Grants Management
Division of Discretionary Grants
330 C Street SW
Room 3223 Mary E. Switzer Building
Washington , DC 20201
Phone: (202) 401-5542

Email: bridget.sheawestfall@acf.hhs.gov

Federal Relay Service:

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service (FedRelay) at www.gsa.gov/fedrelay.

VIII. Other Information

Reference Websites

U.S. Department of Health and Human Services (HHS) <http://www.hhs.gov/>.

HHS Grants Forecast <http://www.acf.hhs.gov/hhsgrantsforecast/index.cfm>.

Administration for Children and Families (ACF) <http://www.acf.hhs.gov/>.

ACF Grants Homepage <https://www.acf.hhs.gov/grants>.

ACF Funding Opportunities <http://www.acf.hhs.gov/grants/open/foa/>.

ACF "How to Apply for a Grant" <https://www.acf.hhs.gov/grants/how-to-apply-for-grants>.

Catalog of Federal Domestic Assistance (CFDA) <https://www.cfda.gov/>.

For submission of a paper format application, all required Standard Forms (SF), assurances, and certifications are available on the ACF Grants-Forms page through <https://www.acf.hhs.gov/grants-forms>.

Standard grant forms are available at the [Grants.gov](http://www.grants.gov) Forms Repository webpage at <http://www.grants.gov/web/grants/forms/sf-424-family.html>.

For information regarding accessibility issues, visit the Grants.gov Accessibility Compliance Page at <http://www.grants.gov/web/grants/accessibility-compliance.html>

Code of Federal Regulations (CFR) <http://www.ecfr.gov/>.

The *Federal Register* <https://www.federalregister.gov/>.

United States Code (U.S.C.) <http://uscode.house.gov/>.

Application Checklist

Applicants may use the checklist below as a guide when preparing your application package.

What to Submit	Where Found	When to Submit
Commitment of Non-Federal Resources	Referenced in <i>Section IV.2. The Project Budget and Budget Justification</i> .	Submission is due by the application due date found in the <i>Overview</i> and <i>Section IV.4. Submission Dates and Times</i> .
Mandatory Grant Disclosure	Requirement, submission instructions, and mailing addresses are found in the "Mandatory Grant Disclosure" entry in the table in <i>Section IV.2. Required Forms, Assurances and Certifications</i> .	Concurrent submission to the Administration for Children and Families and to the Office of the Inspector General is required.
Table of Contents	Referenced in <i>Section IV.2. The Project Description</i> .	Submit with the application by the due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
Project Summary/Abstract	Referenced in <i>Section IV.2. The Project Description</i> . The Project Summary/Abstract is limited to one single-spaced page.	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
The Project Description	Referenced in <i>Section IV.2. The Project Description</i> .	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .

<p>SF-Project/Performance Site Location(s) (SF-P/PSL)</p>	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Mandatory."</p> <p>Also available at http://www.grants.gov/web/grants/forms.html by using the link to "SF-424 Family."</p>	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i></p>
<p>Certification Regarding Lobbying (Grants.gov Lobbying Form)</p>	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>For electronic application submission, these forms are available on the FOA's Grants.gov page under the "Application Package" tab in the section entitled, "Mandatory."</p> <p>Available at http://www.grants.gov/web/grants/forms.html by using the link to "SF-424 Family."</p>	<p>Submission is due with the application package or prior to the award of a grant.</p>
<p>SF-424 - Application for Federal Assistance</p>	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>For electronic application submission, these forms are available on the</p>	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4.</i></p>

	<p>FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Mandatory."</p> <p>Also available at http://www.grants.gov/web/grants/forms.html</p> <p>by using the link to "SF-424 Family."</p>	<p><i>Submission Dates and Times.</i></p>
SF-424 Key Contact Form	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>For electronic application submission, this form is available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Optional."</p> <p>The form is also available at http://www.grants.gov/web/grants/forms.html</p> <p>by using the link to "SF-424 Family."</p>	<p>Submission is due with the application by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i></p>
DUNS Number (Unique Entity Identifier) and Systems for Award Management (SAM) registration.	<p>Referenced in <i>Section IV.3. Unique Entity Identifier and System for Award Management (SAM)</i> in the announcement.</p> <p>To obtain a DUNS number (Unique Entity Identifier), go to http://fedgov.dnb.com/webform.</p> <p>To register at SAM, go to http://www.sam.gov.</p>	<p>A DUNS number (Unique Entity Identifier) and registration at SAM.gov are required for all applicants.</p> <p>Active registration at SAM must be maintained throughout the application</p>

		and project award period.
<p>SF-424A - Budget Information - Non-Construction Programs and</p> <p>SF-424B - Assurances - Non-Construction Programs</p>	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i>.</p> <p>For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Mandatory."</p> <p>Also available at http://www.grants.gov/web/grants/forms.html by using the link to "SF-424 Family."</p> <p>These forms are required for applications under this FOA:</p> <ul style="list-style-type: none"> • Projects that include only non-construction activities must submit the SF-424A and SF-424B, along with the SF-424 and SF-P/PSL. 	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i>.</p>
SF-LLL - Disclosure of Lobbying Activities	<p>"Disclosure Form to Report Lobbying" is referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i>.</p> <p>For electronic application submission, this form is available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download</p>	<p>If submission of this form is applicable, it is due at the time of application.</p> <p>If it not available at the time of application, it may also be submitted prior to the award of a grant.</p>

	<p>Application Package" in the section entitled, "Optional."</p> <p>The form is available in the electronic application kit at Grants.gov</p> <p>and at http://www.grants.gov/web/grants/forms.html by using the link to "SF-424 Family."</p> <p>If applicable, submission of this form is required if any funds have been paid, or will be paid, to any person for influencing, or attempting to influence, an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan.</p>	
The Project Budget and Budget Justification	Referenced in <i>Section IV.2. The Project Budget and Budget Justification</i> of the announcement.	<p>Submission is required in addition to submission of SF-424A or SF-424C.</p> <p>It must be submitted with the application package by the due date in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i>.</p>
Logic Model	Referenced in <i>Section IV.2. The Project Description</i> .	Submission is due with the application package by the application due date found in the

		<i>Overview and in Section IV.4. Submission Dates and Times.</i>
Third-Party Agreements (also, MOUs and Consortia Agreements)	Referenced in <i>Section IV.2. Project Description</i> .	If available, submission is due by the application due date found in the <i>Overview and in Section IV.4</i> . If not available at the time of application submission, due by the time of award.
Letters of Support	Referenced in <i>Section IV.2. The Project Description</i> .	Submission is due by the application due date listed in the <i>Overview and in Section IV.4. Submission Dates and Times</i> .
Proof of Non-Profit Status	Referenced in <i>Section IV.2. The Project Description, Legal Status of Applicant Entity</i> .	Proof of non-profit status should be submitted with the application package by the due date listed in the <i>Overview and Section IV.4. Submission Dates and Times</i> . If it is not available at the time of application submission, it must be submitted prior to the award of a grant.

